

**Bollington Town
Council
Finance and Audit
Meeting
Enclosures
23rd October 2023**

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Minutes of the Meeting of the Finance & Audit Committee

Council Chamber, Bollington Town Hall

At 2pm Monday 17th July 2023

Those Present: Cllr G Appleton (GA), Cllr N Macartney, Cllr Johanna Maitland, Cllr J Snowball *arrived at 2.45pm*, Cllr H Ellwood (HE), Cllr J Withers (JW).

Chair - Cllr N Macartney

Officer – J Mason Town Clerk

Declaration of Interest.

Cllr JM - Bridgend Centre and the Walking Festival

Public forum time

Nobody present.

FA 27/23 To receive and approve apologies for absence:

Nil

Cllr JS arrived at 2.45pm due to a meeting with Cheshire East Council.

FA 28/23 To receive and confirm the Minutes (FA 17/23 – 26/23) of the meeting held on 12th June 2023.

RESOLVED the minutes were accepted as a true and accurate record. These had been approved by Full Council.

FA 29/23 To receive updates from the minutes.

Cllr JM asked if the Clerk had joined the Grant Funding application. The Clerk had joined and there was a facility to add more than one user, at the present time the Clerk and the Town Manager were members. It was agreed that this should not be advertised until later in the year to the volunteer organisations. The Committee was conscious of the need not to avoid adding too much to the staff burden. not to take up staff time.

RESOLVED that Cllr J Maitland would be added to the My Funding Central Welcome members list on the Grant Funding application to help assist with outside bodies.

FA 30/23 To discuss the allocation of a grant to the Girl Guides in July as opposed to October to enable the trip to go ahead.

The Committee did not wish to set a precedent to consider grants before the deadline of October, but they also felt there should be mitigating

circumstances within the Grant Policy and if this grant was not awarded it seemed that this may stop the trip.

RESOLVED a grant of £300.00 would be awarded to the Girl Guides.

RESOLVED the Chair and the Town Clerk would review the grants which were regular grants and consider an appeals process and rules on any change of circumstances for grant-holders as well as the budget figure for 2024/25.

FA 31/23 To receive a recommendation for a contract with Canalside Radio for provision of public address service at BTC Events.

The Chair and the Clerk had met with Canalside Radio on 16th June to discuss the grant application policy adopted at BTC and the method of payments for BTC events which the radio facilitated as they were not working in harmony.

Cllr J Snowball arrived at 2.45pm

RESOLVED Canalside Radio would invoice for services this year - 2023/24 and the Clerk would draft a Service Level Agreement between both parties for 2023/24 at a fee of £900.00 for facilitating the public address system at events and promoting the Town Council events on the radio.

FA 32/33 To receive the report on feedback from the grant allocations for 2022/23

The administration team had followed up the benefits of the allocation of grants last year. With the exception of two organisations the feedback was in the enclosure pack

The Committee wished to thank Helen Platt for her hard work on this report.

This year it was a condition of the grant to give feedback or funds may be withdrawn but in 2022/23 revised policy had not been as robust.

The Committee was pleased with the feedback and asked the Clerk to promote the success of the grant scheme.

FA 33/23 To approve the Internal Auditor for 2023/24.

RESOLVED Rachel Pearson from Ant Accounts was approved as the internal auditor for 2023/24.

FA 34/33 To agree a recommendation to Full Council on the Section 106 monies from Pool Bank car park.

RESOLVED F & A Committee felt the other three Committees had made good recommendations and agreed that FC should decide the outcome and that the F&A Committee would not make a recommendation.

FA 35/23 Date of Next Meeting: Monday 2nd October 2023 @ 10.00am in the Town Hall.

Meeting closed at 3.10 pm

BOLLINGTON TOWN COUNCIL BUDGET REPORT

	Budget 2023/24	Forecast to 31.03.24	Difference	Estimated Budget 2024/25
ADMINISTRATION				
Audit & GDPR	2,290.00	2,220.00	- 70.00	2,331.00 GDPR officer?
Broadband & phones	2,160.00	2,280.00	120.00	2,491.00 Sim card CCTV
Equipment	1,000.00	240.00	- 760.00	1,000.00
Staff Expenses	200.00	120.00	- 80.00	200.00
Insurance	4,000.00	3,366.00	- 634.00	3,535.00
IT Support	4,000.00	4,420.00	420.00	4,640.00 Increase more than expe
Refreshments	300.00	300.00	-	300.00
Photocopier	1,200.00	1,500.00	300.00	1,300.00 Car park printing
Stationery	850.00	850.00	-	950.00 recycling ?
Subscriptions	3,400.00	3,435.00	35.00	5,700.00 Worknest
Staff training	600.00	1,300.00	700.00	500.00 New town warden
Website	550.00	1,152.00	602.00	1,250.00
Councillor training	800.00	350.00	- 450.00	350.00
Newsletter	5,000.00	3,700.00	- 1,300.00	5,500.00
ADMINISTRATION TOTAL	26,350.00	25,233.00	- 1,117.00	30,047.00
BROOKBANK HOUSE				
Repairs	1,500.00	850.00	- 650.00	1,500.00
Legal costs	-	-	-	
BROOKBANK HOUSE TOTAL	1,500.00	850.00	- 650.00	1,500.00
CIVIC & COMMUNITY EVENTS				
Christmas	8,261.00	8,261.00	-	8,000.00
Civic dinner	2,000.00	-	- 2,000.00	2,000.00
Civic Sunday	500.00	485.00	- 15.00	500.00
Coronation (Jubilee)/D Day	500.00	680.00	180.00	200.00 Donation FOR
Canalside				900.00
Green Week				400.00
Mayor Making	100.00	61.00	- 39.00	300.00
Mental Health Week				200.00
Recognition in the Com	150.00	150.00	-	150.00
Remembrance Sunday	450.00	450.00	-	450.00
Youth Council	500.00	500.00	-	400.00
School visits	50.00	66.00	16.00	100.00 YC /liason
Town assembly	100.00	100.00	-	100.00
CIVIC & COMMUNITY EVENTS TOTAL	12,611.00	10,753.00	- 1,858.00	13,700.00
CIVIC HALL				
Administration	1,000.00	1,050.00	50.00	1,200.00
Business rates	5,000.00	5,082.00	82.00	5,341.00
Cleaning	2,000.00	2,000.00	-	2,000.00
Repairs & maintenance	7,040.10	10,000.00	2,959.90	26,000.00 Bridge roof
Utilities	18,000.00	18,000.00	-	18,000.00 Solar panels ??
Library expenses	4,000.00	4,000.00	-	4,000.00
Civic Hall Compliance	3,959.00	3,959.00	-	4,659.00 TMV recommendations
Horticultural	1,500.00	1,500.00	-	1,500.00
CIVIC HALL TOTAL	42,499.10	45,591.00	3,091.90	62,700.00
CIVIC RESPONSIBILITIES				
Former Mayor	900.00	900.00	-	900.00
Regalia	250.00	250.00	-	250.00
Allowance	1,025.00	1,025.00	-	1,025.00
Room hire	-	-	-	
CIVIC RESPONSIBILITIES TOTAL	2,175.00	2,175.00	-	2,175.00
COMMUNITY & ENVIRONMENT				
Defibrillator maintenance	250.00	250.00	-	250.00
Horticulture	2,239.00	2,050.00	- 189.00	1,500.00
COMMUNITY & ENVIRONMENT TOTAL	2,489.00	2,300.00	- 189.00	1,750.00
GENERAL RESERVES				

General Reserves	127,000.00	2,200.00	- 124,800.00	100,000.00
GRANTS TOTAL	127,000.00	2,200.00	- 124,800.00	100,000.00
GRANTS				
Grants 2023/24	14,500.00	14,500.00	-	14,500.00
Road closure	500.00	500.00	-	500.00
BIT				5000.00
GRANTS TOTAL	15,000.00	15,000.00	-	20,000.00
PERSONNEL				
Town Clerk			-	
Town Manager			-	
Accounts assistant			-	
Administration & Support			-	
Town Warden Co-ordinator			-	
Town Warden			-	
Employer's pension			-	
Employer's NIC			-	
Public sector pay award			-	
PERSONNEL TOTAL	142,840.00	142,840.00	6,750.00 allowing	144,677.00
FACILITIES (PERSONNEL & ASSETS)				
Allotments	8,800.00	8,800.00	-	2,000.00
Public Toilets Adlington	4,200.00	4,200.00	-	4,200.00
Assets	3,000.00	3,000.00	-	500.00 NB Chain Box
Tools-Town Warden	500.00	500.00	-	500.00
Van insurance	900.00	800.00	- 100.00	840.00
Assets maintenance	1,300.00	600.00	- 700.00	1,500.00 War Memorial
Town Warden Clothing	300.00	300.00	-	250.00
PWLB	3,675.00	3,675.00	-	3,675.00
Repairs Adlington Road	1,000.00	1,000.00	-	1,000.00
Van running costs	2,200.00	2,200.00	-	2,000.00
Bollington Health & Leisure				10,000.00
PERSONNEL & ASSETS TOTAL	25,875.00	25,075.00	- 800.00	26,465.00
PLANNING & TOWN				
Footpaths	1,000.00	500.00	- 500.00	500.00
Gritting & flooding	3,500.00	3,500.00	-	3,500.00
Neighbourhood Plan	-		-	
Transport initiatives	1,000.00	1,000.00	-	7,000.00 T&T WG SDU
Town maintenance	1,500.00	1,500.00	-	1,500.00
PLANNING & TOWN TOTAL	7,000.00	6,500.00	- 500.00	12,500.00
TOWN HALL				
Business rates	6,000.00	6,815.00	815.00	7,151.00
Cleaning	3,900.00	3,900.00	-	3,900.00
Horticulture	350.00	500.00	150.00	500.00
Repairs & maintenance	6,000.00	6,000.00	-	4,000.00 CCTV Rec
Utilities	10,000.00	10,000.00	-	10,000.00
Compliance	3,230.00	2,900.00	- 330.00	2,200.00
TOWN HALL TOTAL	29,480.00	30,115.00	635.00	27,751.00
NET TOTAL OF OUTGOINGS	434,819.10	308,632.00	- 119,437.10	343,265.00
EARMARKED RESERVES				
Ashbrook Road	8,000.00	8,000.00	-	-
Civic Sunday	325.00	325.00	-	-
Community Assets	150.00	100.00	-	-
Elections	6,000.00	-	- 6,000.00	6,000.00
Grants	6,441.00	6,441.00	-	-
Grants	600.00	300.00	-	300.00
Land transfer BHL	2,000.00	2,000.00	-	2,000.00
Neighbourhood Plan	700.00	700.00	-	-
Pool Bank Car Parking Spaces	-			- Moved to Ashbrook Road

Town Hall	20,000.00	4,770.00	- 15,230.00	30,000.00
Turner Rise legal fees	1,000.00	350.00	- 650.00	-
Van Repairs				2,000.00
EARMARKED RESERVES TOTAL	45,216.00	22,986.00	- 21,880.00	40,300.00
GROSS TOTAL OF OUTGOINGS	480,035.10	331,618.00	- 141,317.10	383,565.00
INCOME				
Town Hall	450.00	200.00	- 250.00	200.00
Brookbank House	6,000.00	6,000.00	-	6,000.00
Civic Hall	35,000.00	40,000.00	5,000.00	42,000.00
Library	4,000.00	4,000.00	-	4,000.00
Civic Dinner	2,000.00	-	- 2,000.00	
Allotments	625.00	625.00	-	1,030.00
Bridgend Loan	3,675.00	3,675.00	-	3,675.00
Interest	-	700.00		700.00
Business Rates	-		-	
Precept	250,000.00	250,000.00	-	250,000.00
NET TOTAL INCOME	301,750.00	305,200.00	3,450.00	307,605.00
GROSS TOTAL INCOME	301,750.00	305,200.00	3,450.00	307,605.00

Estimated Balance for 31 March 2024

	New	Actual
	Estimate	
Income		
Balance 31 March 2023	£ 177,987	
Plus Precept 2023-24	£ 250,000	
Plus Estimated Income 2023-24	£ 55,200	
Total Income	£ 483,187	
Expenditure		
Estimated Expenditure 2023-24	£ 308,632	
Ear Marked Reserves	£ 22,986	
General Reserves		
Total Expenditure	£ 331,618	
Estimated Balance 31 March 2024	£ 151,569	

BUDGET 2024/25

Note under GDPR – Congleton TC , Poynton TC , Alsager TC , Knutsford TC , Nantwich TC , Knutsford TC no officer appointed.

Precept D 2024/25 Tax base = £3187.20

£250,000 = £78.44

Precept 2024/25 Tax base = £3187.20

£250,000 = £78.44

£260,000 = £81.58

£270,000 = £84.71 (8% increase)

£280,000 = £87.85

Estimated Balance for 31 March 2025

	New Estimate	Actual
Income		
Balance 31 March 2024	£ 151,569	
Plus Precept 2024-25	£ 250,000	
Plus Estimated Income 2024-25	£ 57,605	
Total Income	£ 459,174	
Expenditure		
Estimated Expenditure 2024-25	£ 343,265	
Ear Marked Reserves	£ 40,300	
General Reserves		
Total Expenditure	£ 383,565	
Estimated Balance 31 March 2025	£ 75,609	